



## City of Austin - JOB DESCRIPTION



### AE Budget/Accounting/Risk Director

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	12668	<b>Salary Grade:</b>	ZP6
<b>Approved:</b>	July 23, 2003	<b>Last Revised:</b>	April 09, 2014

#### Purpose:

Under minimal direction, responsible for management and operations of Austin Energy's financial services division including the following functions: accounting, financial reporting, rates - regulatory and non-regulatory services, budget/financial forecasting, CIS /billing support, payments, inventory accounting, financial management, purchasing, and contract administration.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Plans, organizes, directs and controls activities of Austin Energy's financial services division Direct the Fixed Assets Management function. Direct the Materials Management function, including warehouse inventory processes at service centers, inventory contract management, reclamation, and vehicle scheduling.
2. Provide financial advice to Austin Energy's executive team. Prepare, review, and recommend rates and prices for Austin Energy's services Conduct technical financial analysis to support recommendations on rates.
3. Review processes and procedures regarding regulatory changes within the electric utility industry.
4. Provide expert accounting testimony in utility rate proceedings.
5. Analyze employee and business needs and develop short and long range strategies, goals, and action plans to meet those needs.
6. Develop and monitor the assigned O & M and CIP budgets. Recommend major purchases and expenditures.
7. Investigate and provide financial information to City Council, citizens, management, and staff.
8. Develop, prepare, review, and present technical financial information in oral and written communication before the City Council, governmental and regulatory agencies, boards, and commissions.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of local, state, and federal law, and city ordinances.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of budgeting methods and systems.
- Knowledge of financial accounting, reporting, and management.
- Knowledge of financial forecasting methods.
- Knowledge of electric utility industry financial and operational trends.
- Skill in oral and written communications.
- Skill in handling conflict and uncertain situations.
- Skill in collecting, analyzing, and interpreting applicable research data.
- Ability to work with frequent interruptions and changes in priorities
- Ability to train others.
- Ability to analyze and resolve irregular events.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to the job, plus ten (10) years of experience in a field related to the job at least four (4) in a managerial or executive capacity.
- Education may substitute for experience up to two (2) years

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.